

National
Endowment
for the Arts



Application
Guidelines
Fiscal Year
1986

St Louis
Kardon (1/2)
Cincinnati

Museums

86

Susan

Application Calendar

Application Deadline	Notification of Grant Award or Rejection	Earliest Project Beginning Date
Category		
March 4, 1985 Special Exhibitions	October 1985	October 1, 1985
July 1, 1985 Utilization of Museum Resources Catalogue Visiting Specialists Fellowships for Museum Professionals	December 1985	January 1, 1986
September 30, 1985 Conservation Collection Maintenance	March 1986	April 1, 1986
January 6, 1986 Museum Training Fellowships for Museum Professionals Visiting Specialists	June 1986	July 1, 1986

LATE APPLICATIONS WILL BE REJECTED. INCOMPLETE APPLICATIONS ARE UNLIKELY TO BE FUNDED.

The Museum Program's telephone number is 202/682-5442.

Preface

Statement of Mission National Endowment for the Arts

The National Endowment for the Arts, an independent agency of the Federal Government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

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Preamble

Throughout the ages, man has striven to go beyond the limits of the immediate physical world to create that which was not there before and thus nourish the human spirit. Our first record of man's perception of the world around him was through art scratched on cave walls, carved in stone, or modeled in clay. Man's need to make, experience, and comprehend art is as profound as his need to speak. It is through art that we can understand ourselves and our potential. And it is through art that we will be understood and remembered by those who will come after us.

This nation's governance is based on our people's commitment to freedom of imagination, thought, and expression. Our many aesthetic and cultural traditions are precious to us—for the rich variety of their beauty and as a symbol of the diverse nature of the United States.

Primary support for the arts has always come directly from the people of this nation: artists in localities all across the country who create and sustain the arts and contributors who support the arts out of conviction and as a matter of civic and regional pride.

It was in this context that the National Foundation on the Arts and the Humanities Act was enacted in 1965. The Congress found that "the encouragement and support of national progress and scholarship in the humanities and the arts, while primarily a matter of private and local initiative, is also an appropriate matter of concern to the Federal Government . . ."

The Congress also found that "while no government can call a great artist or scholar into existence, it is necessary and appropriate for the Federal Government to help create and sustain not only a climate encouraging freedom of thought, imagination, and inquiry, but also the material conditions facilitating the release of this creative talent . . ."

Mission

The mission of the National Endowment for the Arts is:

- To foster the excellence, diversity, and vitality of the arts in the United States and
- To help broaden the availability and appreciation of such excellence, diversity, and vitality.

In implementing its mission the Endowment must exercise care to preserve and improve the environment in which the arts have flourished. It must not, under any circumstances, impose a single aesthetic standard or attempt to direct artistic content.

Implementation

Who: The Endowment assists individual artists; those who act on behalf of artists or audiences; organizations whose primary intention is artistic or educational; and state and local arts agencies. Demonstrated or potential excellence and capacity to conceive, develop, or present a work of art are primary criteria.

Statement of Mission
**National Endowment for the Arts,
continued**
What: Endowment activities:

- Demonstrate national recognition of the importance of artistic excellence.
- Provide opportunities for artists to develop their talents.
- Assist in the creation, production, presentation/exhibition of innovative and diverse work that has potential to affect the art form and directly or indirectly result over time in new art of permanent value.
- Assure preservation of our cultural heritage.
- Increase the performance, exhibition, and transmission of art to all people throughout the nation.
- Deepen understanding and appreciation of the arts among all people nationwide.
- Encourage serious and meaningful art programs as part of basic education.
- Stimulate increasing levels of nonfederal support of the arts.
- Improve the institutional capacity of the best of our arts organizations to develop, produce, present, and exhibit bold and varied fare.
- Provide information about the arts, their artistic and financial health, and the state of their audiences.

How: The Endowment, in conjunction with private and public partners, carries out its mission through grants programs and a wide range of leadership and advocacy activities. The Endowment also serves as a national forum to assist in the exchange of ideas and as a catalyst to promote the best developments in the arts and education about them. The Endowment's grants programs include individual, project, and longer term institutional support.

Endowment decision-making is guided by peer panel review and the National Council on the Arts and by additional advice from the artistic fields and their public and private supporters. The Endowment works closely with its public partners (the state and local arts agencies) to reflect regional, state, and local perspectives and assist cooperation in implementation of government arts support programs. The Endowment's programs are aimed at benefiting all people of this nation regardless of sex, race, creed, national origin, handicap, age, or habitat.

Information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts, which is available from:

Public Information Office
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5400

Visually impaired people may obtain a cassette recording of these or any other Endowment Program's guidelines and the Guide to the National Endowment for the Arts by writing or calling:

National Library Service for the Blind
Library of Congress
1291 Taylor Street, N.W.
Washington, D.C. 20542
202/287-5100

Please specify which publication (e.g., the Guide to the National Endowment for the Arts or a specified Program's current guidelines) you wish to have recorded.

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Introduction

The Museum Program of the National Endowment for the Arts is designed to meet the evolving needs of the museum field through assistance for projects primarily of artistic significance. It is guided by three basic policies:

- All types of museums are eligible to receive funds for projects primarily of artistic significance.
 - The quality of a project, not the size or location of the applicant institution, is the major criterion used in evaluating applications. Projects should be of the highest artistic level on a national or regional basis.
 - The Program will be responsive and remain flexible enough to consider any worthwhile project.
-

We Fund

- Museums.
 - Organizations that perform museum functions.
 - Organizations that serve or cooperate with museums.
 - Museum professionals.
-

We Do Not Fund

- New construction.
 - Major structural modifications of buildings. (See Challenge Grant guidelines for information on the eligibility of these projects.)
-

Important Information

Please read this booklet carefully. Be sure to review the information on this and the following three pages before reading the category descriptions. Applicants may submit more than one application in each category.

Organizations applying for support should consult both the general instructions on how to apply (beginning on page 23) and the special application requirements that appear in each section. These requirements tell what supporting materials you will need to send with your application. Do not send these materials separately.

Individuals applying for support can find full instructions on how to apply in the "Fellowships for Museum Professionals" section.

After applications are received, they will be reviewed according to the process on page 7.

If you have questions or need any help with your application, write or phone:

Museum Program
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5442

Applications within each funding category are reviewed as a group without reference to applications in other categories so that an institution will not be competing against itself by submitting applications in more than one category.

After applications are received, they are checked for completeness by the Museum Program staff, and then reviewed by the Museum Panel, a rotating committee of experts from the museum field. Following panel review, the National Council on the Arts makes recommendations to the Chairman of the National Endowment for the Arts for final decision. Please do not seek information on the status of your application. You will receive an official grant award or rejection letter in accordance with the Application Calendar inside the front cover of these guidelines.

After receiving notification that a grant has been awarded, a grantee may apply for full or partial payment, depending on the nature and schedule of the project.

All inquiries about grants and application procedures should be directed to the Museum Program.

Review Criteria

The application review is a competitive process. Your application will be judged against applications for similar projects. The best of these will be recommended, based on the following criteria:

- Artistic merit of the project.
- Qualifications of personnel involved.
- Appropriateness of proposed budget.
- Completeness and clarity of application package.
- Additional criteria listed in the description of each category.

**Changes in the Fiscal Year
1986 Guidelines**

Applicants should take special note of the major guideline changes outlined below. Since there are other changes as well, applicants are urged to read these guidelines carefully.

1. These guidelines introduce Review Criteria for each category.
 2. In Utilization of Museum Resources/Education, funds are now available for innovative projects involving collaboration between curatorial and education departments of museums. The grant ceiling is \$50,000.
 3. Conservation/Training: support is no longer available for short-term training workshops for museums' staffs.
The new ceiling for master-apprenticeship grants is \$40,000.
 4. Collection Maintenance/Installation: the new ceiling for these grants is \$200,000.
 5. Professional Development:
 - The Museum Sabbaticals category is eliminated.
 - In Fellowships for Museum Professionals, salary support may now be included. The new grant ceiling is \$25,000.
-

Categories of Funding

Special Exhibitions

This category is designed to help museums and other organizations develop, tour, or participate in exhibitions of borrowed works primarily of artistic significance. Grants may be used to pay for:

- Planning and organizing an exhibition.
- Services of an outside specialist.
- Shipping, insurance, and related costs.
- Installation.
- Catalogues.
- Documentation.
- Related events such as education programs, performing arts activities, and film and lecture series.
- Publicity.
- Regional touring of exhibitions by regional arts organizations and service organizations.

Organizations may submit more than one application in this category.

Organizations requesting funds to borrow exhibitions may not include rental fees in their applications if the exhibition was initially funded by the Arts Endowment. Grants may be used to pay for transportation, installation, and related events.

Exhibitions of privately owned collections generally will not be funded. Nor will exhibitions that include works by the exhibition's curator, organizers, or applicant's staff, paid or unpaid. Grants may not be used to pay for opening receptions.

Applications for support of temporary exhibitions of permanent collections or long-term loans of collections (and accompanying catalogues) should be submitted under Utilization of Museum Resources (see page 10.)

Eligibility

See "Eligibility Requirements/Organizations" on page 5.

To be eligible for support, former grantees must have submitted all required final reports for previously completed Special Exhibitions grants.

Grant Amounts and Matching Requirements

There is no grant maximum for organizing an exhibition. Grants of up to \$20,000 are available to help institutions borrow exhibitions.

Grant awards of \$50,000 or less require at least a 1:1 match; grant awards between \$50,000 and \$100,000 require a 2:1 match; and grant awards of \$100,000 or more require a 3:1 match. (See also page 22 for information on the Treasury Fund.)

Review Criteria

In reviewing applications, panelists consider:

- Works of art to be included in the exhibition.
- Underlying concept of the exhibition.
- Degree to which exhibition deals with art that is not usually seen or audiences that are not usually reached.
- Qualifications of personnel involved with the project.
- Appropriateness of proposed budget.
- Suitability and usefulness of any accompanying publication.
- Appropriateness of the exhibition to the applicant's goals and activities.
- Other criteria outlined under "Review Criteria" on page 7.

Period of Support and Deadline Dates

A grant period of more than one year is allowed. Projects should begin after October 1, 1985. The period of support should span the amount of time necessary to plan, execute, and close out the project. See the Application Calendar inside the front cover of these guidelines.

(Continued on next page)

1. Three copies of the completed Special Exhibitions Supplementary Information Sheet on pages 37-40.
2. Representative slides or other visual material of works to be included in the project.

If you receive a grant that includes support for catalogue publication, you must provide 90 copies of the catalogue to the U.S. Information Agency for distribution to its libraries abroad. Be sure to account for the 90 copies in your application budget.

Note on Indemnification

The Arts and Artifacts Indemnity Act of 1975 (20 U.S.C. 971) authorizes Federal indemnification for exhibitions in the United States (involving borrowed foreign objects), or elsewhere if part of an exchange. For further information contact:

Museum Program
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5442

Museum Collections and Resources

Utilization of Museum Resources

This category is designed to help organizations make greater use of museum collections and other resources primarily of artistic significance. Grants are available for:

- Reinstallation: Up to \$75,000 to help museums:
 - Install works from their permanent collections.
 - Mount temporary exhibitions of their permanent collections.
 - Prepare and publish exhibition catalogues directly related to the above activities.

Grant awards of \$50,000 or less require at least a 1:1 match, and grant awards of more than \$50,000 require at least a 3:1 match. (See also page 22 for information on the Treasury Fund.)
- Collection Sharing: Up to \$75,000 for:
 - Extended loans to or from one or more museums or other organizations. Planning as well as implementation grants are available. (Applications may be submitted by the lending or borrowing institution.)
 - Touring exhibitions of an organization's own permanent collection. (Applications for exhibitions of borrowed works or works from other museums' permanent collections should be submitted under the Special Exhibitions category, page 8.)
 - Exhibition catalogues directly related to the above activities.

Grant awards of \$50,000 or less require at least a 1:1 match, and grant awards of more than \$50,000 require at least a 3:1 match. (See also page 22 for information on the Treasury Fund.)
- Education:
 - Up to \$50,000 for innovative projects which interpret permanent collections of works of art. These projects should clearly demonstrate effective collaboration between education and curatorial departments.
 - Up to \$25,000 for programs that make a museum's own permanent collection more widely available to the public, including museum education and outreach programs.
 - Up to \$25,000 for outreach and education projects (not related to a specific special exhibition) undertaken by exhibition spaces, museums, and other organizations without permanent collections.

Grant awards must be matched at least 1:1.

Utilization grants may be used to purchase material needed for installation. They may not, however, be used to pay for major structural modifications of a building.

Institutions seeking support for extensive conservation treatment of objects to be included in an installation should apply under Conservation (see page 13). Organizations seeking support for outreach/education projects based on special exhibitions should include the costs of such projects as part of their request under the Special Exhibitions category (see page 8.)

To be eligible for support, former grantees must have submitted all required final reports for previously completed Utilization of Museum Collections grants.

Review Criteria

In reviewing applications, panelists consider:

- Artistic significance of the collections being installed, shared, and/or interpreted.
- Qualifications of key personnel involved with the project.
- For education projects, demonstrated collaboration between education and curatorial departments.
- Other criteria outlined under "Review Criteria" on page 7.

Period of Support
and Deadline Dates

A grant period of more than one year is allowed. The period of support should span the amount of time necessary to plan, execute, and close out the project. See the Application Calendar inside the front cover of these guidelines.

Special Application Requirements

Include in your application package three copies of the completed Utilization of Museum Resources/Catalogue Supplementary Information Sheet on page 41.

If you receive a grant that includes support for catalogue publication, you must provide 90 copies of the catalogue to the U.S. Information Agency for distribution to its libraries abroad. Be sure to account for the 90 copies in your application budget.

This category is designed to support the cataloguing of permanent collections primarily of artistic significance. Works to be catalogued must be wholly owned by the applicant institution. Grants are available for:

- Documentation: For the documentation of uncatalogued or inadequately documented permanent collections, whether or not a publication will result. The services of an outside consultant may be included in your budget, if appropriate.
- Publication: For research and preparation of catalogue copy for publication. The services of an outside consultant may be included in your budget, if appropriate. The publication of scholarly catalogues or handbooks related to collections is also eligible for funding.

Applicants seeking support for the production of a catalogue of the permanent collection should request aid for either research or publication, but not both. Applicants may apply for publication support in a subsequent year, whether or not funding is received for research. Generally, no more than one grant will be awarded for the research phase, and no more than one grant will be awarded for publication.

Applicants seeking support under Utilization of Museum Resources should include costs of accompanying catalogues in those applications. Applicants seeking support for catalogues to accompany special exhibitions should apply under Special Exhibitions (see page 8).

Eligibility

See "Eligibility Requirements/Organizations" on page 5.

To be eligible for support, former grantees must have submitted all required final reports for previously completed Catalogue grants. Applicants with previously funded Catalogue grants still underway must submit a brief interim narrative report to be eligible.

Grant Amounts and Matching Requirements

Grant requests of up to \$75,000 will be considered. Grant awards must be matched at least 1:1.

Review Criteria

In reviewing applications, panelists consider:

- Artistic significance of the collection to be catalogued.
- Qualifications of personnel involved with the project.
- Potential effectiveness of publication on targeted audience(s).
- Other criteria outlined under "Review Criteria" on page 7.

Period of Support and Deadline Dates

A grant period of up to two years is allowed. See the Application Calendar inside the front cover of these guidelines.

Special Application Requirements

Include in your application package three copies of the completed Utilization of Museum Resources/Catalogue Supplementary Information Sheet on page 41.

If you receive a grant that includes support for publication, you must provide 90 copies of any published catalogue to the U.S. Information Agency for distribution to its libraries abroad. Be sure to account for the 90 copies in your application budget.

This category is designed to help museums conserve collections primarily of artistic significance. Works undergoing conservation treatment must be wholly owned by the applicant institution. All grants must be matched at least 1:1. Grants are available for:

- Conservation Planning: Up to \$10,000 to help museums and other organizations plan conservation programs or plan specific treatments of collections.

Applicants must complete the Conservation Planning Supplementary Information Sheet on page 43.

- Conservation of Collections: Up to \$25,000 for:

—Treatment projects executed within a museum's own conservation facilities or by an outside facility.

—The purchase of major equipment for a conservation laboratory at a museum or regional conservation center. Requests for equipment purchase should be submitted in a separate application from requests for treatment projects. Equipment costs are the only allowable expenses in equipment purchase applications.

Each institution may submit no more than one application for treatment project(s) and one for equipment purchase under this deadline.

Applicants must complete the Conservation of Collections Supplementary Information Sheet on page 45. Also note the condition/treatment report that must accompany these applications.

- Conservation Training: Institutions may request up to:

—\$100,000 for students stipends at existing university-based training centers.
—Up to \$40,000 for master-apprentice internship programs.

Individuals are not eligible in this category.

Applicants must complete the Conservation Training Supplementary Information Sheet on page 47.

Eligibility

See "Eligibility Requirements/Organizations" on page 5.

To be eligible for support, former grantees must have submitted final reports on Conservation grants awarded prior to Fiscal Year 1983. Applicants with Conservation grants awarded in Fiscal Years 1983 or 1984 still underway must submit a brief interim narrative report to be eligible.

Review Criteria

In reviewing applications, panelists consider:

- Artistic significance of the works to be treated or surveyed.
- Urgency of need for treatment.
- For treatment projects, appropriateness of proposed treatment for the condition of works to be treated.
- Qualifications of personnel involved with the project.
- Institution's ongoing commitment to proper care of collections.
- For equipment purchase requests, potential impact of the equipment in addressing conservation needs of the applicant.
- For training projects, success of the program in placing graduates in the field.
- For training projects, degree to which the program is designed to be a meaningful training experience rather than a means of providing the institution with additional staff support.

Period of Support and Deadline Dates

A grant period of up to 18 months is allowed, except for conservation internships (under Conservation Training), where a longer period of support is possible. See the Application Calendar inside the front cover of these guidelines.

Special Application Requirements

Include in your application package three copies of the appropriate Conservation Supplementary Information Sheets (including treatment reports, if applicable) as noted above.

Collection Maintenance

This category is designed to help museums preserve collections primarily of artistic significance through solving problems in the areas of climate control, security, and storage. Grants are available for two types of projects:

- Surveys: Up to \$10,000 for surveys identifying problems and recommending solutions, including a specific renovation plan and cost estimates. Grant awards must be matched at least 1:1.
- Implementation: Up to \$200,000 for renovation projects for which careful plans and cost estimates have been developed. Grant awards of \$50,000 or less require at least a 1:1 match; grant awards between \$50,000 and \$100,000 require a 2:1 match; and grant awards of \$100,000 or more require a 3:1 match.

Grants in this category are *not* awarded for new construction or for collection maintenance projects in new facilities.

Renovation of galleries may be supported only when directly related to climate control, security systems, or storage facilities.

Eligibility

See "Eligibility Requirements/Organizations" on page 5.

To be eligible for support, former grantees must have submitted all required final reports for previously completed Collection Maintenance grants. Applicants with previously funded Collection Maintenance projects still underway must submit a brief interim narrative report.

Museums applying for Implementation grants must have fully developed plans and cost estimates at the time of application.

Review Criteria

In reviewing applications, panelists consider:

- Artistic significance of the collection to be affected.
- Urgency of need for proposed project.
- Qualifications of personnel responsible for the survey or implementation.
- Appropriateness of projected budget for project.
- Effectiveness of proposed plans on long-range preservation of collections.
- Other criteria outlined under "Review Criteria" on page 7.

Period of Support and Deadline Dates

A grant period of up to one year is allowed for survey projects. A grant period of up to two years is allowed for implementation projects. See the Application Calendar inside the front cover of the guidelines.

Special Application Requirements

Include in your application package:

1. Three copies of the completed Collection Maintenance Supplementary Information Sheet on page 49.
2. One copy of:
 - a) Estimates for survey projects.
 - b) Completed surveys and bids or estimates for implementation projects.

Special Projects

This category is designed to respond to innovative and exemplary projects that will have a broad impact on the museum field and that are not eligible under the other categories described in these guidelines. Projects must be consistent with the policies of the Museum Program as outlined in the Introduction on page 4. Only a limited number of projects of national or regional significance will be supported.

Organizations interested in applying must contact the Museum Program (202/682-5442) before applying.

Museum Training

Grants in this category are awarded to support arts-related formal training programs, internships, and apprenticeships. Priority will be given to proposals that specifically include training for people from minority groups.

Projects may include formal training projects such as:

- Formal continuing education programs, including workshops and seminars directed to mid-career professional training and development.
- Undergraduate- or graduate-level programs in curatorial training, museum administration, exhibit preparation and design, or museum education, conducted jointly by museums and universities. Priority will be given to programs for minorities and to efforts to improve staff in geographic areas where there is a demonstrated need to improve professionalism.

And:

- Internships provided by a museum.
- Apprenticeships to prepare students or staff for positions such as installer, preparator, framer, packer, or carpenter.

Eligibility

All grants go directly to institutions, not individuals. See "Eligibility Requirements/Organizations" on page 5.

To be eligible for support, former grantees must have submitted all required final reports for previously completed Museum Training grants. Applicants with previously funded Museum Training grants still underway must submit a brief interim narrative report to be eligible.

Grant Amounts and Matching Requirements

Grant awards of up to \$60,000 requiring a 3:1 match are available for formal training programs.

Grant awards of up to \$20,000 with a 1:1 match are available for support of internships and apprenticeships. These grants (Endowment and matching funds) may be used for stipend support and travel only; no other costs are allowable.

Review Criteria

In reviewing applications, panelists consider:

- Success of the program in placing graduates in the field or in enhancing the professional development of current museum staff.
- Degree to which the program is designed to be a meaningful training experience rather than a means of providing the institution with additional staff support.
- Extent of involvement of practicing museum professionals in the training.
- Practical museum experience provided program participants.
- For university programs, degree of cooperation with museums and achievements of recent graduates as museum professionals.
- Other criteria outlined under "Application Review" on page 7.

Period of Support and Deadline Dates

A grant period of up to two years is allowed for formal training programs. A grant period of up to one year is allowed for other types of projects. See the Application Calendar inside the front cover of these guidelines.

Special Application Requirements

Include in your application package the completed Museum Training/Formal Training Programs Supplementary Information Sheet on page 51 or the Museum Training/Internships and Apprenticeships Supplementary Information Sheet on page 52, whichever is appropriate.

Fellowships for Museum Professionals

This category allows museum professionals to conduct arts-related independent study or to travel, write, engage in community projects, or otherwise improve their professional qualifications. Leaves of absence may range from one to 12 months.

This category is designed to encourage museums to develop and implement programs of regular leave for professional staff members.

Fellowships are *not* awarded to cover study or research directed toward a graduate degree or expenses incurred in formal courses of study, workshops, seminars, or conferences.

Eligibility	<p>Only currently employed professionals who have served on a museum staff for at least one year may apply. Applicants must be United States citizens or permanent residents of the U.S. Organizations are not eligible in this category.</p> <p>To be eligible for support, former grantees must have submitted the required final reports for previously completed Fellowships for Museum Professionals grants.</p>
Grant Amounts and Matching Requirements	<p>Fellowships will not exceed \$25,000. Amounts will be based on travel requirements, salary support, and need for materials. Although the fellowships may extend for up to a full year, salary support may be included for only a period of up to three months. Fellowships need not be matched.</p>
Review Criteria	<p>In reviewing applications, panelists consider:</p> <ul style="list-style-type: none">• Merit of the proposed project and its potential effect on the applicant's professional qualifications.• Applicant's museum experience, qualifications, and letters of recommendation.• Appropriateness of proposed budget.
Period of Support and Deadline Dates	<p>A fellowship period of one to 12 months is allowed. See the Application Calendar inside the front cover of these guidelines.</p>
How to Apply	<p>Applicants must send the following materials in one package to:</p> <p>Grants Office/MM, 8th floor National Endowment for the Arts Nancy Hanks Center 1100 Pennsylvania Avenue, N.W. Washington, D.C. 20506</p> <p>1. Three copies of Individual Grant Application Form NEA-2 (Rev.). One copy must be the typed, signed original. One blank form begins on page 55 of these guidelines.</p> <p>Your proposal must clearly demonstrate how a leave of absence will improve your professional qualifications. Summarize what you plan to do during the fellowship period in the space labeled "Description of proposed activity" on the application form. If necessary, one additional sheet (8½" × 11") may be used to provide detail.</p> <p>The "Career summary or background" section of your application should relate directly to the activity for which support is requested. You may attach a resume instead of completing this item.</p> <p>2. An itemized budget outlining travel costs (a detailed breakdown), costs of materials, and salary, if relevant.</p>

3. A statement from the director, or, if the applicant is the director, the chairman of the board of your institution that:
- Grants you a leave of absence for the period of time specified in your application.
 - Notes your present salary, and whether or not it will be continued during all or part of the proposed leave.
4. One of the Application Acknowledgment Cards that can be found on the back cover of these guidelines.

Additionally, have three individuals who are experts in the field of study provide recommendations in support of your application. These recommendations should address the merits of your proposed project and its potential effect on your professional qualifications. The individuals providing recommendations should send them directly to:

Museum Program
ATTN: Fellowships for Museum Professionals
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

A delay in the receipt of these recommendations will jeopardize the processing of your application.

Taxability of Fellowships

The Internal Revenue Code provides that certain fellowships to individuals who are not candidates for degrees are tax deductible, but only up to a certain amount and for a limited period of time. Pamphlet 520, "Scholarships and Fellowships," is available from most Internal Revenue Service offices, and might be useful in this regard. The Endowment cannot advise you about the deductibility of all or any portion of a fellowship, should one be awarded to you. Advice should be obtained from your own tax counselor or local Internal Revenue Service office.

Grants in this category help museums obtain visiting specialists to provide temporary consultation services for a specific project. The specialist should be a person of considerable expertise and someone not employed by the applicant institution.

Specialists may work on projects such as:

- Improving a museum's operations in areas such as administration, fiscal management, registration, and installation techniques (including lighting, handling, and storage).
- Establishing suitable museum library systems.
- Increasing and improving a museum's use of media other than print, such as film, video, radio, and television.
- Improving education and public service programs.
- Developing a graphics program.
- Finding ways to make a museum's building or programs more accessible to the handicapped.

NOTE: Organizations should not apply under this category for projects that are eligible elsewhere in these guidelines.

Eligibility

Grants go directly to museums, not individuals. See "Eligibility Requirements/Organizations" on page 5.

To be eligible for support, former grantees must have submitted all required final reports for previously completed Visiting Specialists grants. Applicants with previously funded Visiting Specialists grants still underway must submit a brief interim narrative report to be eligible.

Grant Amounts and Matching Requirements

Grant awards of up to \$15,000 are available on a 1:1 matching basis. Endowment and matching funds may be used only for the visiting specialists' fees and travel. All other costs are unallowable.

Review Criteria

In reviewing applications, panelists consider:

- Merit of the proposed project and appropriateness to the goals and activities of the museum.
- Discreteness and focus of the proposed project.
- Qualifications of the proposed visiting specialist(s).

Period of Support and Deadline Dates

A grant period ranging from one to 12 months is allowed. Priority, however, will be given to projects requiring grant periods of less than one year. See the Application Calendar inside the front cover of these guidelines.

Special Application Requirements

Include in your application package three copies of the completed Visiting Specialists Supplementary Information Sheet on page 53.

Other Programs of Interest

Overall information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts, available from the Endowment Public Information Office.

Those programs which may be of particular interest to individuals involved in the museum field are described briefly below. For further information, call the number provided or write:

_____ (Appropriate Program Name)
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Advancement II

The Advancement II Program helps arts organizations of the highest artistic level to strengthen their long-term institutional stability and enhance artistic quality. It provides up to one year of technical assistance in planning, management and fundraising, followed by up to two years of funding. Generally, these grants will not exceed \$85,000 over the full 3-year period and must be matched 3:1.

Current plans call for eligibility according to the following timetable:

Fiscal year 1983: Literature, Media Arts, Opera-Musical Theater, Visual Arts;

Fiscal Year 1984: Dance, Folk Arts, Music, Theater;

Fiscal Year 1985: Design Arts, Expansion Arts, Inter-Arts, **Museums**.

Challenge Grants

Challenge Grants are designed to help cultural organizations broaden the base and increase the level of continuing support from nonfederal sources. Most recipients of Challenge Grants will be institutions that have received grants under other Arts Endowment programs. Organizations receiving Challenge Grants must match every Federal dollar with at least three dollars from other sources. Matching funds must be from new sources or represent increased giving from former donors. (202/682-5436)

Design Arts

The Design Arts Program offers assistance for design projects aimed at the development or adaptation of facilities for artists and arts organizations. (202/682-5437)

Expansion Arts

The Expansion Arts Program supports professionally-directed organizations of high artistic quality which are deeply rooted in and reflective of the culture of a minority, inner-city, rural, or tribal community. (202/682-5443)

Folk Arts

The Folk Arts Program offers assistance for the presentation and documentation of traditional arts and artists. (202/682-5449)

Literature

The Residencies for Writers category of the Literature Program offers assistance to projects presenting published fiction writers and poets in long- and short-term residencies. (202/682-5451)

Media Arts: Film/Radio/Television

The Media Arts Program offers assistance to individuals and nonprofit organizations involved in film, video, radio, and television. (202/682-5452)

Music

The Music Program offers assistance to organizations that present jazz, new music, chamber music, and solo recitalists. (202/682-5445)

Visual Arts

The Visual Arts Program offers fellowships to professional artists working in a wide range of media. Support is also available for visual artists organizations—originated by or for artists—and for forums, including short-term residencies, seminars, workshops, and publications. The Visual Arts Program's Art in Public Places category also offers grants to governmental and private nonprofit organizations to plan, commission, and install contemporary art in public places. (202/682-5448)

National Endowment Fellowships for Arts Managers

The National Endowment Fellowship program brings arts administrators to the Endowment's offices in Washington, D.C. Participants work as members of the Endowment staff and attend seminars and meetings with arts leaders. (202/682-5786)

International Exchange Fellowships

Five fellowships for work and study in Japan are awarded each year to American artists in various disciplines. Fellowships are awarded to outstanding mid-career practicing artists who show promise of becoming leaders in their field. They cover six-to-nine-month residencies in Japan. On a pilot basis, an exchange program with France may be established. Exchange programs with other countries may also be established in the future. (202/682-5563)

Office for Special Constituencies

The Office for Special Constituencies assists individuals and nonprofit organizations in making arts activities accessible to older adults, disabled and institutionalized populations. As part of its advocacy and technical assistance efforts, model project guidelines are developed with Endowment programs to encourage projects that demonstrate innovative ways to make the arts accessible. Please contact the Office concerning model project guidelines, technical assistance materials relating to accessibility, or for assistance in developing accessible programs. (202/682-5531 or TTY 202/682-5496)

Other Federal Programs for Museums

Institute of Museum Services
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/786-0539

National Museum Act
Smithsonian Institution
Washington, D.C. 20560
202/357-2257

National Endowment for the Humanities
Division of General Programs
Museums and Historical Organizations Program
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/786-0284

Legal Requirements

By law, the National Endowment for the Arts may support only those organizations that:

- Are tax-exempt.¹ Organizations qualifying for this status must meet the following criteria:
 - (1) No part of net earnings may benefit a private stockholder or individual.
 - (2) Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of either state or local government must be submitted with each application.
- Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and, where applicable, Title IX of the Education Amendments of 1972. Title VI and Section 504 bar discrimination on the basis of race, color, national origin, or personal handicap in Federally assisted projects. Title IX prohibits discrimination on the basis of sex in Federally assisted education programs and activities. You must file an "Assurance of Compliance" form with the Grants Office of the National Endowment for the Arts. A form is provided at the back of these guidelines.
- Compensate professional personnel, laborers, and mechanics on Arts Endowment supported projects at no less than prevailing minimum compensation as defined by the Secretary of Labor in parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations. A copy of part 505 is available from the Endowment's Grants Office upon request.

¹Generally speaking, in American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, U.S. tax laws have an application similar to that in the United States. However, in the Commonwealth of Puerto Rico, owing to special income exemptions, the application differs. Nevertheless, in all these areas arts organizations should be aware of their need to obtain tax-exempt status in order to qualify for Endowment support. Applications and inquiries concerning this matter may be made to the Internal Revenue Service's Exempt Organization Office, 31 Hopkins Plaza, Baltimore, Maryland 21201; telephone 301/962-2590.

To Help Us Gather Information

In connection with Title VI of the Civil Rights Act of 1964,¹ the National Endowment for the Arts is seeking pertinent information and thoughtful advice concerning minority² participation in the arts. As part of this effort, we are requesting information from applicant organizations regarding minority involvement at the artistic, administrative, board, and audience/participant level. Specifically, we would be interested in learning about the racial and ethnic composition of communities served by your organization, special programs and services provided to those communities, and the present or proposed membership in any planning or advisory body connected with your organization. In addition, we welcome any ideas or suggestions which might assist efforts to strengthen and expand minority participation in the arts at all levels.

¹Title VI provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

²"Minority" here includes American Indian or Alaskan Native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; other ethnic groups.

Two type of grant funds are available to organizations applying under these guidelines: Program Funds and Treasury Funds. They are both explained below.

Program Funds

Program Fund grants to organizations usually must be matched at least one-to-one by nonfederal funds. Applicants must show (in Section X of the Organization Grant Application Form) that at least half the cost of the project will be met by the applicant. Anticipated sources of matching funds must be identified. Budgeted funds, as well as newly raised funds, generally may be used to match the Endowment grant.

Treasury Funds

Treasury Fund grants, designed to help applicants increase or sustain nonfederal contributions, generally must be matched with at least three nonfederal dollars for each Federal dollar. They are not available for projects or in amounts different from those specified in the regular guidelines for each program.

The process of applying for and receiving Treasury Fund grants is similar to that for Program Fund grants. The amount requested from the Endowment, however, may not exceed 25% of the total project cost. Additionally, release of the Federal funds is contingent upon an applicant's securing, and documenting for the Endowment, private donations at least equal to the amount of Federal funds.

Organizations applying for a Treasury Fund grant should so indicate in Section VII of the Organization Grant Application Form. If the applicant is recommended for a Treasury Fund grant, the Endowment funds will be released only upon receipt at the Endowment of documentation that the organization has secured a pledge or donation for private funds at least equalling the Federal monies. The Endowment Treasury Fund grant (all Federal funds) must be matched at least dollar-for-dollar by this documented pledge or donation to the grantee organization; the "doubled" amount (½ Federal funds; ½ private gift) must in turn be matched at least one-to-one by the grantee.

For example:

Donor's restricted gift to applicant recommended for a grant	\$20,000
Amount released from Treasury Fund and total Endowment grant	\$20,000
Additional matching funds	\$40,000
Minimum total project cost	\$80,000

Organizations interested in applying for a Treasury Fund grant are urged to contact the Program before applying.

2. **Supplies and materials** include consumable supplies, raw materials for the fabrication of project items, and items costing less than \$500 with an estimated useful life of less than three years.
 3. **Travel** must be estimated according to the applicant's established travel practice, providing that the travel cost is reasonable and all travelers use transportation costing no more than air coach accommodations. Foreign travel, if any is intended, must be specified in this section.
 4. **Permanent equipment** includes purchased equipment costing over \$500 with an estimated useful life of three or more years. Written justification should include a brief description of the items. The Endowment has a general policy against support of capital improvements and major construction.
 5. **Other** includes consultant and artist fees, honoraria, contractual services, rental of space or equipment, postage, photocopying, telephone, and transportation of items other than personnel. With consultant and artist fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fee, rate, or amount of each. For films, catalogues, and other major expenses, provide a breakdown of costs. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the official grant period.
- B. Indirect costs** are those costs incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect costs rate established as a result of negotiation with the National Endowment for the Arts Audit Office, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506, or another Federal agency. A copy of the agreement must accompany the application.
- X. Contributions, grants, and revenues.** The Arts Endowment generally requires each applicant to obtain at least half the total cost of each project from nonfederal sources. Specify all sources of matching funds. Funds from other Federal agencies that also fund museums may not be used to match Arts Endowment Museum Program grants.
- A. Contributions:**
1. **Cash** donations anticipated for the project, and
 2. **In-kind contributions** at the fair-market value of essential items that are wholly or partially consumed on the project. In-kind contributions must also be reflected in the total project cost.
- B. Grants** include all or a pro rata share of anticipated grants either wholly or partially restricted for use on this project. (Do not include the grant requested by this application.) A grant is generally characterized by written authority to spend up to a specified amount of money for a specified purpose.
- C. Revenues** include all other funds, regardless of source, expected to be used on this project.
- XI. State Arts Agency notification.** The Endowment urges each applicant to advise his or her state arts agency that this application is being made.
- XII. Application to Other Federal Funding Sources.** Indicate any Federal sources to which you have applied or intend to apply for support of the project or program outlined in your application.
- XIII. Certification.** The application must be signed by an official of the applicant organization with legal authority to obligate the organization.

**Museum
Program****Organization Grant Application Form NEA-3 (Rev.)**

Applications must be submitted in triplicate and mailed to: Grants Office/MM, 8th floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506

I. Applicant Organization (name, address, zip)

II. Category under which support is requested:

III. Period of support requested:

Starting

month day year

Ending

month day year

IV. Summary of project description. (Complete in space provided. DO NOT continue on additional pages.)

V. Estimated number of persons expected to benefit from this project.

VI. Summary of estimated costs (Recapitulation of budget items in Section IX)

Total costs of project
(rounded to nearest
ten dollars)

A. Direct Costs

Salaries and wages	_____	\$	_____
Fringe benefits	_____	\$	_____
Supplies and materials	_____	\$	_____
Travel	_____	\$	_____
Permanent equipment	_____	\$	_____
Other	_____	\$	_____

Total direct costs \$ _____

B. Indirect costs

_____	\$	_____
Total project costs	\$	_____

VII. Total amount requested from the National Endowment for the Arts

\$ _____

NOTE: This amount (Amount requested):

\$ _____

PLUS Total contributions, grants, and revenues (X., page 3):

+ _____

MUST EQUAL Total project costs (VI. above):

= _____

VIII. Organizational total fiscal activity

Most recently completed fiscal
periodEstimated for fiscal year relating to
grant period

A. Expenses

1. \$ _____

2. \$ _____

B. Revenues, grants, & contributions

1. \$ _____

2. \$ _____

1. Salaries and wages

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount \$
--------------------------------	---------------------	--------------------------------	-----------------------------------	-----------

Amount \$

Total supplies and materials \$

Transportation of personnel	No. of travelers
1. Air	1
2. Rail	1
3. Motor vehicle	1
4. Water	1
5. Other	1
6. Total	5

Total transportation of personnel \$

No. of days

Total subsistence \$

4. Permanent equipment

Amount

\$

Total permanent equipment \$

5. Other (list each item separately)

Amount

\$

Total fees and other \$

B. Indirect costs

Amount

Rate established by attached rate negotiation agreement with
National Endowment for the Arts or another Federal agency

Rate _____ % Base \$ _____

\$

X. Contributions, grants, and revenues (for this project)

A. Contributions

Amount

\$

1. Cash

2. In-kind contributions (list each major item)

Total contributions \$

B. Grants (do not list anticipated grant from the Arts Endowment)

\$

Total grants \$

C. Revenues

\$

Total revenues \$

Total contributions, grants, and revenues for this project \$

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so? _____

yes _____

no _____

XII. To what other Federal funding sources have you applied since October 1, 1984, or do you intend to apply this year or next, for support of this project or program?

XIII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature _____

Name (print or type) _____

Title (print or type) _____

Telephone (area code) _____

Project director

Signature _____

Name (print or type) _____

Title (print or type) _____

Telephone (area code) _____

*Payee (to whom grant payments will be sent if other than authorizing official)

Signature _____

Name (print or type) _____

Title (print or type) _____

Telephone (area code) _____

*If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.

BE SURE TO DOUBLE CHECK THE "HOW TO APPLY" SECTION ON PAGE 23 AND THE "SPECIAL APPLICATION REQUIREMENTS" FOR YOUR CATEGORY FOR ALL MATERIALS TO BE INCLUDED IN YOUR APPLICATION PACKAGE.

Privacy Act

The Privacy Act of 1974 requires us to furnish you with the following information:

The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

Museum Program

Organization Grant Application Form NEA-3 (Rev.)

Applications must be submitted in triplicate and mailed to: Grants Office/MM, 8th floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506

I. Applicant Organization (name, address, zip)

II. Category under which support is requested:

III. Period of support requested:

Starting

month day year

Ending

month day year

IV. Summary of project description. (Complete in space provided. DO NOT continue on additional pages.)

V. Estimated number of persons expected to benefit from this project.

VI. Summary of estimated costs (Recapitulation of budget items in Section IX)

Total costs of project
(rounded to nearest
ten dollars)

A. Direct Costs

Salaries and wages	_____	\$ _____
Fringe benefits	_____	\$ _____
Supplies and materials	_____	\$ _____
Travel	_____	\$ _____
Permanent equipment	_____	\$ _____
Other	_____	\$ _____

Total direct costs \$ _____

B. Indirect costs

Total project costs \$ _____

VII. Total amount requested from the National Endowment for the Arts

\$ _____

NOTE: This amount (Amount requested):

\$ _____

PLUS Total contributions, grants, and revenues (X., page 3):

+ _____

MUST EQUAL Total project costs (VI. above):

= _____

VIII. Organizational total fiscal activity

Most recently completed fiscal
period

Estimated for fiscal year relating to
grant period

A. Expenses

1. \$ _____

2. \$ _____

B. Revenues, grants, & contributions

1. \$ _____

2. \$ _____

1. Salaries and wages

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	\$ Amount
Total salaries and wages				\$
Add fringe benefits				\$
Total salaries and wages including fringe benefits				\$

Amount \$

[illegible]

Transportation of personnel		No. of travelers
1	2	3
4	5	6
7	8	9
10	11	12
13	14	15
16	17	18
19	20	21
22	23	24
25	26	27
28	29	30
31	32	33
34	35	36
37	38	39
40	41	42
43	44	45
46	47	48
49	50	51
52	53	54
55	56	57
58	59	60
61	62	63
64	65	66
67	68	69
70	71	72
73	74	75
76	77	78
79	80	81
82	83	84
85	86	87
88	89	90
91	92	93
94	95	96
97	98	99
100	101	102
103	104	105
106	107	108
109	110	111
112	113	114
115	116	117
118	119	120
121	122	123
124	125	126
127	128	129
130	131	132
133	134	135
136	137	138
139	140	141
142	143	144
145	146	147
148	149	150
151	152	153
154	155	156
157	158	159
160	161	162
163	164	165
166	167	168
169	170	171
172	173	174
175	176	177
178	179	180
181	182	183
184	185	186
187	188	189
190	191	192
193	194	195
196	197	198
199	200	201
202	203	204
205	206	207
208	209	210
211	212	213
214	215	216
217	218	219
220	221	222
223	224	225
226	227	228
229	230	231
232	233	234
235	236	237
238	239	240
241	242	243
244	245	246
247	248	249
250	251	252
253	254	255
256	257	258
259	260	261
262	263	264
265	266	267
268	269	270
271	272	273
274	275	276
277	278	279
280	281	282
283	284	285
286	287	288
289	290	291
292	293	294
295	296	297
298	299	300
301	302	303
304	305	306
307	308	309
310	311	312
313	314	315
316	317	318
319	320	321
322	323	324
325	326	327
328	329	330
331	332	333
334	335	336
337	338	339
340	341	342
343	344	345
346	347	348
349	350	351
352	353	354
355	356	357
358	359	360
361	362	363
364	365	366
367		

[illegible][illegible]

4. Permanent equipment

Amount

\$

Total permanent equipment \$

5. Other (list each item separately)

Amount

\$

Total fees and other \$

B. Indirect costs

Amount

Rate established by attached rate negotiation agreement with
National Endowment for the Arts or another Federal agency

Rate % Base \$

\$

X. Contributions, grants, and revenues (for this project)

A. Contributions

Amount

\$

1. Cash

2. In-kind contributions (list each major item)

Total contributions \$

B. Grants (do not list anticipated grant from the Arts Endowment)

\$

Total grants \$

C. Revenues

\$

Total revenues \$

Total contributions, grants, and revenues for this project \$

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so? ☐ yes ☐ no

XII. To what other Federal funding sources have you applied since October 1, 1984, or do you intend to apply this year or next, for support of this project or program?

XIII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

x _____

Date Signed _____

Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Project director

Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

* Payee (to whom grant payments will be sent if other than authorizing official)

Date Signed _____

Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Date Signed _____

* If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.

BE SURE TO DOUBLE CHECK THE "HOW TO APPLY" SECTION ON PAGE 23 AND THE "SPECIAL APPLICATION REQUIREMENTS" FOR YOUR CATEGORY FOR ALL MATERIALS TO BE INCLUDED IN YOUR APPLICATION PACKAGE.

Privacy Act

The Privacy Act of 1974 requires us to furnish you with the following information:
The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.



Assurance of Compliance with National Endowment for the Arts Regulations
under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act
of 1973, and Title IX of the Education Amendments of 1972.

35

_____ (hereafter called the "Applicant")

Hereby Agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and, where applicable, Title IX of the Education Amendment of 1972 (20 U.S.C. 1681 et seq.) and all regulations of the National Endowment for the Arts issued pursuant to these statutes. Title VI, Section 504, and Title IX prohibit discrimination on the basis of race, color, national origin, handicap, or sex in any program or activity receiving Endowment support. The Applicant **Hereby Gives Assurance** that it immediately will take any measures necessary to comply.

This assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Endowment support, this assurance shall obligate the Applicant or any transferee for as long as the property or structure is used for the grant or similar purposes.

This assurance is given in connection with any and all financial assistance from the Endowment after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears below.

Applicant

Applicant's mailing address

By (President, Chairman of the Board, or comparable authorized official)

Dated

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Section 504 of the Rehabilitation Act of 1973 provides for nondiscrimination in Federally assisted programs on the basis of handicap. Subject to certain exceptions, Title IX of the Education Amendments of 1972 prohibits the exclusion of persons on the basis of sex from any education program or activity receiving Federal financial assistance.

As a condition to approval of a grant, Arts Endowment regulations require all organizational applicants to execute the "Assurance of Compliance" form, whether or not a comparable form has been filed with another agency.

The Applicant referred to in the form is the organization itself, whose chief executive officer or comparable official should sign. The name and title of the organization and of the official should be typed on the form. The signed original should be returned with other required materials to the Arts Endowment's Grants Office. It should be noted that signing this form indicates a commitment to comply with the three statutes referred to herein.

Special Exhibitions Supplementary Information Sheet

37

Please complete this form and return it in triplicate with your application.

Name of Applicant: _____

1. Please provide the title and dates of the exhibition.

Title (Indicate if this is only a working title):

Projected exhibition schedule (dates):

2. What is the significance of this exhibition? How does it fit into your exhibition policies and direction? Why is it important that your institution organize or participate in it?

3. Who will organize the exhibition? In the space below, please describe briefly his/her qualifications as related to this exhibition.

Special Exhibitions Supplementary Information Sheet (continued)

4. Please identify lenders and list major works that will be included or are being considered, and indicate the degree of commitment of lenders. Approximately how many works will be in the exhibition? Please submit representative slides or other visual material with your application.

5. Will the exhibition be circulated? If so, please list exhibitors and their degree of commitment. Will costs be evenly shared by participating museums? At what cost? If the exhibition will be available on a rental basis, what will the fee be (a) if this exhibition is assisted by the Arts Endowment? (b) if it does not receive Arts Endowment assistance? (If the exhibition is to be circulated, please include dates in question #1.) (c) If borrowing, list costs such as rental fees to be paid to the institution organizing/touring the exhibition.

6. Please describe any special methods that will be employed to enhance public response to the exhibition.

7. Please list all anticipated revenues from this exhibition. If some anticipated revenues will not be used to offset costs of this exhibition, please briefly explain why in the space below on the right:

_____ Admission charges to exhibition
_____ Sale of catalogues/royalties
_____ Rental fees from borrowing institutions
_____ Other

(continued on next page)

Name of Applicant _____

8. Exhibition catalogue:

a) Who will write the catalogue essays? In the space below, please provide brief biographical information (if different from question #3).

b) What other major publications—catalogues, books, comprehensive articles—have been produced during the past few years on the same subject? If material has been published, in what ways will your catalogue differ?

c) What audience is the catalogue intended for? Is it designed for scholars or for the general public?

d) Catalogue format, costs, and revenues:

Is acid-free paper stock to be used? _____	Translation costs	\$ _____
Total number of pages _____	Total cost	\$ _____
Black/white illustrations _____	Unit cost	\$ _____
Color plates _____	Sales price	\$ _____
Total run _____		

e) What other publications do you intend to prepare as part of the exhibition (brochures, gallery guides, etc.)?

f) How will the catalogue be distributed? Who will hold copyright?

g) Please include two examples of catalogues produced by your museum during the past two years.

(continued on next page)

9. Please describe measures that will be undertaken to protect works in the exhibition.

a) Security measures:

b) Fire protection system:

c) Atmosphere control system:

10. In the space provided, describe briefly the qualifications of personnel supervising and handling, packing, and installing (please limit response to space provided):

11. If the works to be shown are of a particularly fragile nature, describe any special precautions that will be taken to protect them.

Utilization of Museum Resources/Catalogue Supplementary Information Sheet

41

(NOTE: This one sheet is to be used by applicants under both the Utilization of Museum Resources and the Catalogue categories. Leave blank any items that are not applicable to your request.)

Please complete this form and return it in triplicate with your application.

Name of Applicant: _____

1. Please attach one copy of:

- a) a checklist or representative listing of the collection to be loaned, installed, or catalogued. If proposed works are not well known, please submit representative slides or other visual material with your application.
- b) existing catalogues of all or part of the collection involved (these cannot be returned).
- c) a sample entry, if this project will result in a catalogue or other documentation.

2. Please describe the need for this project and explain how this program complements the goals of your institution.

3. In the space below, please describe the qualifications of the individual(s) who will responsible for this project.

4. Catalogue format, costs, and revenues:

Is acid-free paper stock to be used? _____
Total number of pages _____
Black/white illustrations _____
Color plates _____
Total run _____

Translation costs	\$ _____
Total cost	\$ _____
Unit cost	\$ _____
Sales price	\$ _____
Anticipated revenues from catalogue sales	\$ _____

5. If a publication, how will the catalogue be distributed? Who will hold copyright?

(continued on next page)

Utilization of Museum Resources/Catalogue Supplementary Information Sheet (continued)

6. Has the collection ever been exhibited? If so, when and under what circumstances?

7. Please describe any similar projects the museum has previously undertaken. (Indicate whether or not funded by the Arts Endowment). Please provide interim reports on any uncompleted catalogue projects funded by the Arts Endowment.

8. If this request is for touring a portion of your permanent collection, please indicate the exhibitors and their degree of commitment. Will costs be shared evenly by participating museums? If the exhibition will be available on a rental basis, what will the cost be: (a) if this exhibition is assisted by the Arts Endowment? (b) if it is not assisted by the Arts Endowment?

9. Whom is this project intended to serve and how?

10. If this request is for an education project, will fees be charged for the services to be provided? If so, on what basis?

Please complete this form and return it in triplicate with your application. If more space is needed, please use the reverse side of this sheet.

Name of Applicant: _____

1. Please attach one copy of a checklist or representative listing of works in the collection.
2. Please provide the name of your institution's conservator/consultant and describe his/her qualifications in the space below.

3. How much have you spent over each of the last three years for conservation of the permanent collection?
-

Name of Applicant: _____

1. Please describe your conservation needs. If you are requesting assistance for equipment purchase, how will this equipment help address these needs?
2. Where will the conservation work be done? Who will be responsible for it? Please describe his/her qualifications in the space below.
3. How much have you spent over each of the past three years for conservation of the permanent collection? Describe special methods that might be employed to enhance public awareness of conservation through this project.
4. If you have received previous Conservation/Planning or Conservation/Conservation of Collections grants and have not submitted a Final Descriptive Report, please include with this application.
5. If you are applying for a treatment project, please submit a proposed treatment report on objects to be conserved. Such reports should include identification of the works, present condition, and proposed treatment. If this application is for treatment of a category of objects homogeneous in period or media, specific condition reports on each object need not be submitted. Such applications, however, should be accompanied by a conservator's report on the group as a whole which includes a list of these objects in order of priority for treatment. A Treatment Report Form is on the reverse side of this sheet. You may use this form or provide the information requested in your own format. Treatment reports need not be submitted in triplicate.

Conservation/Conservation of Collections Treatment Report

Submit one copy of a treatment report for each object or group of objects to be considered. You may use the following form or submit the equivalent, as described in #5 on the preceding page.

Please have the following treatment report completed by a conservator. Use photocopies for reports on each additional object. Photographs of the work are helpful.

Name of conservator: _____

Date of examination: _____

Title of work: _____

Date: _____

Medium: _____

Dimensions: _____

Owner of work: _____

In the space provided, describe the condition of this work:

What is your proposed treatment? What materials/equipment are required?

Conservation/Conservation Training Supplementary Information Sheet

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Please complete this form and return it in triplicate with your application. If more space is needed, please use the reverse side of this sheet.

Name of Applicant: _____

1. How many students are expected to participate in your program during the period for which Endowment support is being requested?

2. Please describe your conservation facilities.

3. Please describe (or attach materials providing) the qualifications of the teaching staff.

4. Please attach a sheet with information on the placement of graduates of this program.

Collection Maintenance Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please use the reverse side of this Sheet.

Name of Applicant: _____

1. Please describe the aspect(s) of your institution's collection to be affected by this project.

2. Who will be responsible for undertaking the survey or implementation? Please describe his/her qualifications in the space below.

3. Please attach one copy of:

- a) estimates for Survey projects;
- b) completed surveys and bids or estimates for Implementation projects.

Name of Applicant: _____

1. How many students are expected to participate in your program during the period for which Endowment support is being requested?
2. What is the teacher/student ratio?
3. Please describe the specific museum experience of the teacher(s) involved in your program and, if applicable, the degree to which professionals from cooperating museums participate in course planning and teaching.
4. Please describe any intern program or other on-the-job training included in your program.
5. Please provide a brief evaluation of the results of this program to date, including, if applicable, a list of museum positions currently held by members of the three most recent graduating classes.
6. Where relevant, please attach a syllabus of the course(s) offered. Include reading lists and a general description of the ratio of theoretical classroom training to practical museum experience.

Museum Training/Internships and Apprenticeships Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½" × 11") with this Sheet.

Name of Applicant: _____

1. Please describe any previous internship (or apprenticeship) programs or projects your museum has had.

2. How will the interns (or apprentices) be recruited?

3. Please describe the activities in which the interns (or apprentices) will be involved. Be specific.

4. How much supervision will the interns (apprentices) receive, and by whom?

Name of Applicant: _____

1. How is this project related to other activities of the museum?
2. Who will the visiting specialist be and what are his/her qualifications? If you are considering a number of people for this project, please provide their names and qualifications. In all cases, please include with your application a statement from each visiting specialist confirming his/her availability.
3. Has the project for which you are requesting support already received assistance from the Arts Endowment? If so, please describe briefly the results of the project.

Museum Program

Individual Grant Application Form NEA-2 (Rev.)

Applications must be submitted in triplicate and mailed to: Grants Office/MM,
National Endowment for the Arts, 1100 Pennsylvania Avenue, N.W.,
Washington, D.C. 20506.

5224
NEA
604
1986

1. Name (last, first, middle initial)	4. Category under which support is requested: Fellowships for Museum Professionals	
2. Present mailing address/phone	5. U.S. Citizenship Visa Number <input type="checkbox"/> Yes <input type="checkbox"/> No _____ 6. Professional field or discipline: _____	
3. Permanent mailing address/phone	7. _____ Birth date _____ Place of birth	8. Period of support requested: Starting _____ month day year Ending _____ month day year
9. Description of proposed activity:		
10. Amount requested from National Endowment for the Arts: \$ _____ Allocated as follows: Time \$ _____ Materials \$ _____ Travel \$ _____		
11. Career summary or background (If additional space is needed, you may staple supplemental sheets to the application.)		

12. Education			
Name of institution	Major area of study	Inclusive dates	Degree
13. Fellowships or grants previously awarded			
Name of award	Area of study	Inclusive dates	Amount
14. Present employment			
Employer	Position/Occupation	Salary	
15. Prizes/Honors received		Membership professional societies	
16. Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.			
x			
Signature of applicant			
Date			
<p>The Privacy Act of 1974 requires us to furnish you with the following information:</p> <p>The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.</p>			

National Endowment for the Arts
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1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

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FY 86 Museum Program**Application Acknowledgment Card**

Please address the reverse side of this card to yourself and include it in your application package. This card will be returned to you to acknowledge receipt of your application at the National Endowment for the Arts.

In all future inquiries, please refer to your application number which is:

Application Number—Arts Endowment Use Only

Date

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